

STORAGE FACILITY REVIEW FORM
CONDUCTED BY SCHOOL FOOD AUTHORITY AND STATE
(DO NOT RETURN FORM TO THE STATE AGENCY)

SFA NAME: _____

SCHOOL FOOD DIRECTOR/MANAGER NAME: _____

DATE OF LAST STORAGE REVIEW: _____

DATE OF THIS STORAGE REVIEW: _____

GENERAL/RECORD KEEPING

1. Are USDA Foods stored at a secondary warehouse or storage facility that is off school property?
Yes ___ No ___
 - A. If yes, list name and address of secondary warehouse.

 - B. Are inventory records maintained? Yes ___ No ___
If no, explain: _____

 - C. How is the secondary warehouse monitored?

2. Is this a commercial facility? Yes ___ No ___
 - A. If yes, note date current agreement/contract signed. _____
 - B. Is any insurance coverage provided? Yes ___ No ___
If yes, describe coverage. _____

If no, explain why not. _____

3. Do the State Agency review letters include written recommendations and follow-up procedures to correct deficiencies noted? Yes ___ No ___
Were all deficiencies noted in the last review letter corrected? Yes ___ No ___ N/A ___
4. Are the following records maintained on USDA Foods in storage:
 - A. Bills of lading, delivery receipts and other pertinent receiving documents. Yes ___ No ___
 - B. Are perpetual inventory records maintained? Yes ___ No ___
If no, explain: _____

 - C. Is a reconciliation of physical inventory with perpetual inventory done? Yes ___ No ___
If no, explain: _____

 - 1) Are gains and losses recorded? Yes ___ No ___
 - 2) Frequency of physical inventory
Monthly _____ Quarterly _____ Semi-annual _____ Other (list) _____
5. Are records and reports maintained for the required length of time (3 years plus the current year)?
Yes ___ No ___
If no, explain: _____

WAREHOUSING PRACTICES

1. Receipt of USDA Foods

A. Information on shipments:

- 1) Is 24 hour advance appointment call being received from truckers, if requested? Yes ___ No ___ N/A ___
- 2) Is notice of shipment information being received from State Agency? Yes ___ No ___

Comments: _____

B. Are all shipments received and examined: (1) for damage, (2) other evidence of poor handling, or (3) bird, insect, and/or rodent infestation in accordance with 7 CFR 250.14(b)(1)? Yes ___ No ___

If no, explain: _____

C. Are all shipments of USDA commodities checked against shipping documents for proper quantities as listed on the Bill of Lading? Yes ___ No ___ If no, explain: _____

D. If a shipment is received over, short, and/or damaged:

- 1) Was the State Agency notified? Yes ___ No ___ N/A ___
- 2) Did the trucking representative document and sign all copies of the receiving forms? Yes ___ No ___

E. Are proper steps taken to salvage partially damaged or out-of-condition USDA Foods? Yes ___ No ___

If no, explain: _____

2. Inventory Control

A. List person(s) designated to maintain inventory records. _____

B. Does the inventory of USDA Foods on hand reflect any over supply? Yes ___ No ___

- 1) If yes, list items with amounts on hand and number of months supply.

- 2) What action is being taken to reduce supply? _____

C. Is the "First-In-First-Out" concept used? Yes ___ No ___

If no, explain method used: _____

D. Are there USDA Foods on hand with old pack dates? Yes ___ No ___

- 1) If yes, list items and pack date(s). _____

- 2) Is this due to: Excess Inventory Yes ___ No ___

Improper Inventory Rotation Yes ___ No ___

Undesirable/Not Used USDA Food Yes ___ No ___

Old USDA Food When Received Yes ___ No ___

- 3) Was State Agency notified of old product? Yes ___ No ___

- 4) What action is being taken to use product before it goes out-of-condition? _____

3. Storage Facility

- A. Does the facility have adequate space for storing USDA Foods and are the foods stored off the floor in a manner that allows for adequate ventilation in accordance with 7 CFR 250.14(b)(5)? Yes ___ No ___

If no, explain: _____

- B. Are high-pile stacked or palletized USDA Foods "tied-in" or "locked" and stable for safe handling by personnel and/or material handling equipment? Yes ___ No ___ If no, explain: _____

- C. Are adequate aisles maintained for fire lanes and material handling equipment? Yes ___ No ___

If no, explain: _____

- D. Are the USDA Foods safeguarded against theft, spoilage and loss according to CFR 2501.4(b) (2)?

Yes ___ No ___ If no, explain: _____

- E. Does the facility have the required current Federal, State and/or local health inspection approval?

Yes ___ No ___

- F. Condition, cleanliness and temperature of storage areas:

- 1) Are thermometers present to check temperatures? (State yes or no for each)

Dry _____ Freezer _____ Cooler _____

- 2) Are temperatures logged in (recommend daily)? Yes ___ No ___

- 3) Frequency of temperature checks: _____

- 4) Complete all of the following:

	Condition	Cleanliness	Temperature Safeguarded
Dry	_____	_____	50° - 70° F (Yes/No)
Freezer	_____	_____	0 degrees and below (Yes/No)
Cooler	_____	_____	36° - 40° F (Yes/No)

COMMENTS:

Signature of Reviewer _____ Printed Name _____

*Regulations require each recipient conduct a storage review annually. The time of the review is determined by the recipient. The completed review form is to be filed at the local level. **DO NOT RETURN** this form to the State Office.*